



# CITY OF HOUSTON

Municipal Courts Department  
Juvenile Case Manager Program



## SPEAKER REQUEST FORM

Please make your request at least 30 days prior to your event to ensure confirmation for your organization.

### Organization Information

Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Event Information

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Location Phone: (    ) \_\_\_\_\_

### Speech Information

Topic (select one): ☐ Truancy    ☐ Legislative Update    ☐ JCM Training    ☐ Other

Audience Information (select all that apply): ☐ Youth (9-11)    ☐ Youth (11-14)    ☐ Youth (14-19+)  
☐ Parents    ☐ Teachers/Faculty    ☐ Judicial Staff    ☐ Juvenile Case Manager Program

Length of time reserved for presenters: \_\_\_\_\_

Group Size: \_\_\_\_\_

Special Considerations/Information: \_\_\_\_\_

Please e-mail or fax this form to: Attn: Catherine Klier  
Email: [catherine.klier@houstontx.gov](mailto:catherine.klier@houstontx.gov) / Fax: (713) 247-8747